<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>Intern</th>
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<tbody>
<tr>
<td><strong>Domain:</strong></td>
<td>Education</td>
</tr>
<tr>
<td><strong>Grade:</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Organization:</strong></td>
<td>IBE Geneva</td>
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<tr>
<td><strong>Type of contract:</strong></td>
<td>Unpaid</td>
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<tr>
<td><strong>Duration of contract:</strong></td>
<td>4 – 6 months</td>
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<tr>
<td><strong>Deadline (midnight, Geneva time):</strong></td>
<td>10 April 2015</td>
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**OVERVIEW OF THE FUNCTIONS OF THE POST**

The incumbent, under the overall authority of Mr Renato Opertti, Programme Specialist in charge of the Innovation and Leadership in Curriculum, Learning and Assessment Programme at the IBE, will carry out the following tasks:

- support research on curriculum issues;
- support the Programme’s capacity development and technical assistance activities, in particular the Postgraduate Diploma in Curriculum Design and Development;
- support the revision, editing and formatting of the IBE-UNESCO curriculum materials;
- support relevant data processing and analysis;
- support the maintenance of Community of Practice (COP) in Curriculum Development and other relevant databanks;
- support other specific tasks associated with the Programme and the implementation of IBE’s Centre of Excellence Strategy.

**REQUIRED QUALIFICATIONS**

**EDUCATION**

University Degree in Education or Development

**SKILLS/COMPETENCIES**

- Strong written communication skills
- Strong planning, organizing and time management skills
- Strong IT skills (Word, Excel, Power Point, Outlook, Prezi, Publisher, etc.)
- Capacity to work effectively in teams and in a multicultural working environment.

**LANGUAGES**

- Excellent knowledge of English/French/Spanish/Arabic; knowledge of another UN official language would be an asset.

**BENEFITS AND ENTITLEMENTS**

Please note that this internship is unpaid. The intern is responsible for all expenses related to the internship, including lodging, meals and transportation to and from Geneva. The intern must be self-insured through a medical provider.

**HOW TO APPLY**

To apply, please send a letter of application and your CV in UNESCO’s preferred format in English, quoting reference number: 2015-6 SSMS-RO, to: International Bureau of Education (IBE), Administrative Unit, C.P. 199, 1211 Genève 20 / Fax: +(41) 22 917.78.01 / or by email to administration@ibe.unesco.org Application files should reach the IBE before midnight (Geneva time) on 10th of April 2015.

Only candidates selected for interview will be contacted.